



VHA Policy Document

Lifting Operations and Lifting Equipment Regulations (LOLER) Policy

Reviewed: November 2022

Next Review Due: November 2025

VECTIS HOUSING ASSOCIATION LIMITED

LOLER POLICY

1. Policy Statement

LOLER place duties on Vectis Housing Association and employees, who own, operate or have control over lifting equipment. This includes the use of lifting equipment on Vectis housing Association land, whether owned by them or not. LOLER is supported by L113 Safe use of lifting equipment: Approved Code of Practice (ACOP) and additional free guidance from HSE. The failure and/or misuse of lifting equipment can potentially cause serious personal injury, significant damage to property and loss of time and money. Failure of any load-bearing part of any lifting equipment is reportable to the Health and Safety Executive as a Dangerous Occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR) If you undertake lifting operations or are involved in providing lifting equipment for others to use, you must manage and control the risks to avoid any injury or damage. Where you undertake lifting operations, you must:

- Ensure that operations are carried out in a safe manner.
- Ensure lifting equipment and accessories are appropriate for task.
- Mark Safe Working Loads [SWL] or Work Load Limit (WLL) on lifting equipment and accessories.
- Thoroughly examine and inspect lifting equipment and accessories.

Applicable regulations and legislation most lifting equipment and lifting accessories will also fall within the scope of the Machinery Directive, as implemented by the UK Supply of Machinery (Safety) Regulations. Such equipment must have been subject to conformity assessment and be appropriately CE / UKCA marked and accompanied by a Declaration of Conformity (DOC) before being placed on the market or brought into use. This includes lifting equipment such as manually operated chain blocks and car jacks. The DOC must accompany the new product and is an important document, which should be retained by the user. The DOC may avoid the need for an initial thorough examination before first use in those cases where the safety of that equipment does not depend on the conditions of its installation or assembly. There are other legal duties that need to be followed:

- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Provision and use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 2022

This policy seeks to establish consistent standards across all Vectis Housing Association locations, providing guidelines on the responsibilities of relevant personnel involved.

This policy sets out what managers, staff, and tenants have to do to ensure the safety of people when using lifting equipment or when using passenger and goods lifts. When an object or person is lifted and lowered there are risks from:

- Equipment failure resulting in the object or person being lifted or lowered to fall, injuring persons beneath;
- Collapse of equipment or its components which fall onto persons causing injury;
- During the operation of lifting equipment persons being injured by being crushed. Struck or falling.

2. Definitions

2.1 What is a lifting operation? Regulation 8(2) of LOLER defines a lifting operation as "an operation concerned with the lifting or lowering of a load".

What is lifting equipment? 'Lifting equipment' means work equipment for lifting and lowering loads and includes its attachments used for anchoring, fixing or supporting the equipment. This includes: cranes, lift trucks, goods and passenger lifts, hoists, elevating access or work platforms, tractor front-end loaders, vehicle tail lifts; and the "lifting accessories" such as ropes, chains, slings shackles, eye bolts, etc.

2.2 Who is a competent person? "Competent person" with regard to thorough examination of lifts and lifting equipment is a person/organisation with sufficient technical and practical knowledge to be able to detect any defects and assess how significant they are. The competent person should be sufficiently independent and impartial to allow them to make an objective assessment. The competent person appointed by Vectis Housing Association for conducting 'thorough examinations' is currently through our nominated main contractor Mountjoy. The operative / individuals, either employed by Vectis Housing Association or another organisation, are recognised as having the competence to undertake the task and follow the relevant process / procedure.

3. Responsibilities

The primary regulations applicable to this guide are the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. Selecting the right equipment LOLER requires that lifting equipment must be of adequate strength and stability. Lifting equipment should be positioned or installed in such a way as to reduce the risk, as far as reasonably practicable, of the equipment or load striking a person, or of the load drifting, falling freely or being unintentionally released. Where people are being lifted, there are additional requirements to prevent people from being injured in / by the carrier, including more frequent thorough examinations.

Vectis Housing Association where it is responsible for lifting equipment (which may include hoists, cranes, fork lift trucks, chains, ropes, lifting accessories, Jacks, and lifting beams) must:

- Identify all lifting operations and equipment;
- Appoint a competent person(s) to be responsible for each item of lifting equipment owned or used by the Tenant/Professional Service
- Maintain lifting equipment;
- Examine and inspect lifting equipment as required under LOLER.
- Keep inspection test and maintenance records;
- Ensure that before lifting equipment is used, it is examined by the user for any signs of physical damage, and if damaged is taken out of use.
- Ensure that lifting equipment is sufficiently strong, stable and suitable for the proposed use;
- Ensure that the load and anything attached (e.g. pallets & lifting points) are suitable;
- Ensure that lifting equipment is positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people;
- Ensure that lifting equipment and accessories e.g. slings. Clamps. Are visibly marked with information to be taken into account for its safe use e.g. safe working loads.

4. Duties of staff, tenants and other building users or occupants

All staff, tenants and other building occupants, e.g. members of the public, must:

- Not use lifting equipment unless they have been trained.
- Not overload lifts.
- Report any defects to Vectis Housing Association immediately.
- In the event of being trapped out of hours, follow Vectis Housing Association out of hours emergency procedures.

5. Thorough examination

Thorough examinations must be carried out by a competent person:

- Initially before equipment is taken into service.
- Following installation where safety is dependent on correct installation
- Following any exceptional event (such as an incident) or long period without use.
- Periodically where lifting equipment is exposed to conditions which may cause deterioration which could lead to a dangerous situation.

LOLER requires the periods between routine thorough examinations are:

- Every 6 months for passenger lifts and other lifting equipment which lifts persons.
- Every 6 months for lifting accessories.
- Every 12 months for all other lifting equipment.

6. Inspections

Inspections between the thorough examinations may, as an outcome of a risk assessment, be found to be necessary. These may consist of functional checks and visual examinations at suitable intervals. They will normally be required where the safe operation of the lifting equipment is dependent on its condition in use and deterioration could lead to significant risks. Examples of such conditions include:

- Rapid wear from use in an arduous environment.
- Failure through repeated operation.
- Malfunction.
- Tampering with safety devices.

The inspection schedule that is appropriate will take account of any risk assessment and the equipment manufacturer's information. Additional external competence may be required when producing these schedules. Any person carrying out elements of the inspection schedule, e.g. the operator, user or supervisor, must have an appropriate level of competence to do so.

7. Record Keeping

All inspected equipment should be tagged or labelled from its last inspection any equipment not displaying a tag or label should not be used and quarantined until inspected. IF it is not tagged or the tag is out of date DO NOT USE! All equipment that is inspected will be registered. Records must be kept by the person responsible for the lifting equipment, of:

- Thorough examination reports of first use or new installation (other than of lifting accessories) for so long as the equipment is kept, or is in newly installed location.
- CE / UKCA declarations of conformity - for so long as the equipment is kept; • Routine thorough examinations reports of all lifting equipment - for at least 2 years. Or until the next report, whichever is longer.
- Written examination schemes, where appropriate.

These documents shall be retained within the compliance data folder, which is accessible throughout the Association.